



Permit Application for Special Event · City Scale

Complete this application in its entirety and submit, along with \$50 application fee, to the address below. Please retain a copy for your records.

City of Hampton
Hampton Police Division
Attn: Senior Corporal H. Gallishaw
40 Lincoln Street
Hampton, Virginia 23669
757.727.6640 (p) | 757.727.6629 (f)

OFFICE USE ONLY

Date Received _____
Approved ☐ YES ☐ NO
Date Approved _____
Application Number _____
Permit Number _____
Date Insurance Received _____
Date Fee Received _____
Fee Amount \$ _____ Check # _____

Dependent upon the scale of your event, the time frame for processing your application will vary. Please refer to the [Special Event Guidebook](#) and [Special Events Submittal Deadline Calendars](#) for assistance.

Please remember acceptance of your application does not indicate final approval or confirmation of your request nor does it exempt you from other required application and reservation procedures.

1. APPLICANT/ORGANIZATION INFORMATION

Name of Sponsoring/Producing Organization _____

Organization Address _____ City _____

Is this organization a 501c3? ☐ YES ☐ NO

State _____ Zip _____ Phone _____ Fax _____

Billing Address (if different from above) _____ City _____

State _____ Zip _____ Website _____

Applicant Contact _____ Title _____

Phone _____ Email _____

▪ Day of Event **On-Site Contact** _____

Mobile _____ Email _____

2. EVENT INFORMATION

Event Name _____

Event Location* _____

Signature of Property Owner _____

* Events held on City of Hampton property require a reservation through the Parks & Recreation Department and may have additional fees. Please view the [Park & Outdoor Facilities Rental list](#) for a listing of parks and facilities and contact Parks & Recreation at 757.727.6348 to make reservations.

* All applications for events held on private property must be completed by the property owner or with permission of the property owner.



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Type of Event

- ☐ Parade*/ Procession ☐ Festival/Fair ☐ Concert ☐ Block Party ☐ Sporting Event
☐ Picnic ☐ Rally/Tribute ☐ Other: please specify _____

*Motorcycles are not permitted in parades.

Event Date(s) _____

☐ **Recurring Event** (Events may be permitted for one calendar year. Please list additional dates or 'every second Saturday', 'fourth Thursday', etc.) _____

Estimated Daily Attendance This should include both participants and spectators.

- ☐ 0 - 100 ☐ 100-249 ☐ 250-499 ☐ 500 - 999 ☐ 1,000 – 2,499
☐ 2,500 – 4,999 ☐ 5,000- 9,999 ☐ 10,000 – 14, 999 ☐ 15,000+

Event Admission / Entry Fee Please include entry fee for ticketed events. This information is required by the Commissioner of Revenue.

- ☐ Free & Open to the Public ☐ Private Event
☐ Admission / Donation Fee \$_____

3. EVENT SITE

Regardless of venue, please attach a site map. Site maps should include the following information:

- An outline of the entire venue area
- Entrance/exits for attendees
- Location of vendor/sponsor loading areas
- Emergency access points (Minimum 20' emergency access lane throughout)
- ADA areas

Evacuation Plan For events anticipating over 500 attendees, how will you evacuate the venue in the event of an emergency? Include communication plan with staff, vendors, attendees.

Inclement Weather Plan For events anticipating over 500 attendees, what is your notification plan if inclement weather approaches during the event?



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4. DETAILED EVENT TIMELINE

Please be as descriptive as possible to further expound upon the information provided in *Permit Application for Special Event* Question #2: Event Information.

Event Set-Up Indicate the date(s), start and end times, and description for the **event set-up**. Use the description area to indicate specific information (i.e. construction of tents, stages, fencing, vendor/sponsor load-in, entertainment load-in, sound checks, run/walk set-up, etc.).

Date(s)	Start Time	End Time	Description

Event Date(s) Indicate the date(s), start and end times, and description for the **event**. For runs/walks/parades/processions, indicates registration/assembly time and begin time for each activity. For example 8am – 9am registration, 9.15am – 5k begins, 10am – 1k begins.

Date(s)	Start Time	End Time	Description

Event Breakdown Indicate the date(s), start and end times, and description for the **event breakdown**. Use the description area to indicate specific information (i.e. disassembly of tent, stages, fencing, vendor/sponsor load-out, removal of equipment, etc.).

Date(s)	Start Time	End Time	Description

5. SECURITY PLAN

Please identify the number of staff, volunteers, and private security you have assigned to work your event and attach a security plan. After submittal of your application, the Hampton Police Division will determine if the number staff and security you have arranged for your event is sufficient.

X	Personnel	Number	Date(s) & Time(s)
	Event Staff		
	Volunteers		
	Private Security		
	Sheriff's Deputies		
	Extra Duty Hampton Police		



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Private Security Firm Company Name: _____

Contact Name & Number: _____

Have you already requested additional Sheriff's Deputies and Extra Duty Hampton Police Officers? ☐ YES ☐ NO

*** Please attach a document describing the security plan. Include maps, plans, and photos.***

6. EVENT TRANSPORTATION

Methods of transit to/from event?

- | | |
|---|--|
| <input type="checkbox"/> Personal Vehicle | <input type="checkbox"/> Shuttle/Valet** |
| <input type="checkbox"/> Walk/Bike | <input type="checkbox"/> Public Transit |

**** Please attach a document describing the shuttle/valet system. Include maps and photos as necessary. If a shuttle is provided, an wheelchair accessible option should also be provided.****

7. PARKING

Where will attendees park?

- ☐ On-site public parking
- ☐ Private property (must acquire written permission of property owner)
- ☐ Satellite parking location** (please see D above and attach information on intended shuttle system)
- ☐ Other: _____

*** Please remember events must provide ADA accessible parking. ***

Is on-site parking coordination required? ☐ YES ☐ NO If yes, who will be directing? (Volunteers, event staff, police?) _____

8. WASTE DISPOSAL AND RESTROOMS

Clean-up/Waste Disposal Plan _____

Restroom Plan _____

- Waste disposal is the responsibility of the event organizer when using the venue. Additional trash receptacles are available for an additional fee through the Parks & Recreation Department at 757.727.6348.
- Most locations have no restroom facilities available. It is the responsibility of the organizer to furnish adequate restrooms. For events open to the public, one toilet shall be provided per 150 attendees. Events serving alcohol shall provide two toilets per 150 attendees. Ten percent shall be ADA accessible.



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9. EVENT ADVERTISING & SIGNAGE

Advertising and signage may be placed within the event area and on private property, as approved.

Signage Locations _____

- Signs may not exceed 4' x 8', may not be placed more than 30 days prior to the event, must be removed 24 hours after the conclusion of the event, and written authorization from private property owners must be obtained.
- Include plans, maps, drawings, etc. to clarify location.

Advertising, marketing, or promoting a special event prior to receiving an approved special event permit is done AT YOUR OWN RISK. Details of the event, including but not limited to date and time, may require changes during the review process. Acceptance of your application by the City of Hampton is not a guarantee of approval of the event. The event organizer must complete all requirements before any special event permit will be issued. Under no circumstances will the City of Hampton be liable for advertising expenses incurred by the event organizer.

10. COMMUNITY MITIGATION / NOTIFICATIONS

The event applicant is responsible for coordinating all neighborhood communication efforts to include residents, civic associations, and business affected by the event. The Communication plan must be completed 14 days prior to your event. Please describe your Plan. **If you need assistance with developing this plan, please contact the Hampton Police Division at 757.727.6111.**

- | | |
|--------------------------------------|--------------------------|
| <input type="checkbox"/> Mailer | Distribution Date: _____ |
| <input type="checkbox"/> Flyer | Distribution Date: _____ |
| <input type="checkbox"/> Email | Distribution Date: _____ |
| <input type="checkbox"/> Door Hanger | Distribution Date: _____ |
| <input type="checkbox"/> Signage | Location: _____ |
| <input type="checkbox"/> Other: | _____ |

Summary of feedback received _____

11. ADDITIONAL EVENT INFORMATION

Please indicate whether the following pertain to your event. If yes, please **complete the appropriate section below** with the necessary information.

- | | | |
|-----------------------------------|------------------------------|-----------------------------|
| a. Food/Beverage/Retail Vending | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| b. Amplified Music/Sound | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| c. Street Closure or Sidewalk Use | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| d. Tents/Stages | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| e. Amusements/Inflatables/Rides | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| f. Electricity | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| g. Fireworks | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| h. Fire & Medical Services | <input type="checkbox"/> YES | <input type="checkbox"/> NO |



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a. FOOD/RETAIL VENDING

A vendor is someone who is serving, selling, or sampling food, beverages; including alcohol or merchandise.

FOOD (Mark all that apply)

☐ Served Free ☐ Sold ☐ Catered ☐ Samples ☐ Prepared Outdoors/On-site (gas, electric, etc.) ☐ Food Trucks

Total number of food vendors _____

BEVERAGE (Mark all that apply)

☐ Wine ☐ Beer ☐ Mixed beverages ☐ Sold ☐ Served

RETAIL ☐ YES ☐ NO Total number of vendors _____

Description of vendors _____

- All Food Vendors must provide proof of insurance, and meet the requirements of the Commissioner of the Revenue's Office, Health Department, and Fire Marshal.
- A list of all Food, Beverage (including alcohol), & Merchandise vendors including contact information is required 14 days prior to event date to the Commissioner of the Revenue's Office and the Health Department. Notify the Commissioner of the Revenue's Office after the event of any vendors whom failed to participate in the event.
- All Alcohol Vendors must provide proof of insurance and meet the requirements of the Department of Alcoholic Beverage Control. A [form is required](#) to have ABC in public parks.
- All Events with alcohol are required to have Hampton Police Officers on-site during the event.

b. AMPLIFIED MUSIC/SOUND

Start Time _____ AM/PM to End Time _____ AM/PM

Sound Check Time _____ AM/PM to _____ AM/PM

c. STREET CLOSURE/SIDEWALK USE & TRAFFIC EQUIPMENT

Will this even require a street closure? ☐ YES ☐ NO

- If yes, must attach map / traffic plan. Include the name of all streets, streets to be closed, direction of travel, placement of traffic equipment (electronic message boards), police and/or Sheriff's deputies. All traffic control plans and traffic control devices must meet the requirements of the Manual on Uniform Traffic Control Devices (MUTCD) and the Virginia Work Area Protection Manual.
- All road races must use a professional company for placement of traffic equipment.
- A detailed timeline of closures and reopening must be included.
- Any request for removal of on-street parking must be included.

Traffic Equipment Set-up Date: _____ Set-up Time: _____ AM/PM to _____ AM/PM

Traffic Equipment Removal Date: _____ Removal Time: _____ AM/PM to _____ AM/PM



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d. TENTS/STAGES

Number of tents to be set up _____ Expected occupancy under tent _____

Do you rent or own the tent? _____ If renting, from where? _____

- The Virginia Uniform Statewide Building Code states that any tent or air-supported structure that covers an area over 900 square feet or that has an occupant load of over 50 persons, requires a [tent permit](#) (contact the Development Services Center at 757.728.2444 for more information). Tents used for food preparation need to meet Fire Department regulations (757.727.1210 for more information).

Number of stages to be set up _____ Stage Sizes _____

*If you desire use of the mobile stage (only available March – December), please complete the [rental and reservation form](#) and work through the Parks & Recreation Department.

e. AMUSEMENTS/INFLATABLES/RIDES

Types of amusements/inflatables/rides and company from which you are renting:

- Amusement Rides require an [Amusement Device Permit](#) through the Community Development Department.
- At least one trained operator must be provided for each piece of equipment.
- Inflatable Amusement Vendors must provide proof of insurance in the form of a certificate of insurance showing that a general liability policy is in place with limits of one million dollars (\$1,000,000) per occurrence and a two million dollar (\$2,000,000) aggregate as well as excess insurance in the amount of \$2,000,000. The City of Hampton must be named as an additional insured on the COI when on City property. The COI must be accompanied by an endorsement to the general liability policy naming the City of Hampton as an additional insured when on City property. A copy of the certificate needs to be filed with the City of Hampton.

f. ELECTRICITY

Not all City-owned parks and facilities have available electricity. Generators may be needed.

Will you be bringing in additional generators for electrical power? ☐ YES ☐ NO

If your electrical plans exceed the regular 120-volt power outlets, a City Electrician must remain on-site during your event (a four hour minimum is required). An additional \$45 per hour fee is charged for this service.

g. FIREWORKS ☐ YES ☐ NO

- All events with fireworks must obtain a Fireworks Permit through the Fire Prevention Branch. Please call 757.727.1210 to obtain and begin a permit application.
- A one million dollar bond and professionals trained to launch fireworks are required to obtain a fireworks permit.

h. FIRE & MEDICAL SERVICES ☐ YES ☐ NO

- All events with fireworks, all athletic events, events with attendance over 1000 people, and events as determined by staff must procure on-site medical services as determined by the Fire Division. Please contact the EMS and Special Events Branch at 757.727.6296 for questions regarding on-site medical services.



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12. PARKS & OUTDOOR FACILITIES RENTAL & FEES

If you desire to hold an event on City-owned property, please refer to the [Park & Outdoor Facilities Rental list](#) for a listing of parks and facilities which may be reserved and contact Parks & Recreation at 757.727.6348. The following items may be rented through the Parks & Recreation Department. All rental and other determined fees must be paid at least thirty (30) business days prior to the event.

- a. Public Property + Security Deposit + Staff Fee
- b. Mobile Stage
- c. PA System for Mobile Stage
- d. Event Barricades/Bike Racks
- e. Waste Disposal
- f. Bleachers

13. INSURANCE REQUIREMENTS

The following must be provided:

- General liability insurance with limits of one million dollars (\$1,000,000) per occurrence and a two million dollar (\$2,000,000) aggregate, as well as excess insurance in the amount of two million dollars (\$2,000,000).
- The City of Hampton must be named as an additional insured on Certificate of Insurance, which must be accompanied by an endorsement to the general liability policy naming the City of Hampton as an additional insured for any events held on City of Hampton property.
- Copies of the COI and Endorsement must be filed with the City of Hampton minimum 5 days prior to the event.

14. HOLD HARMLESS/INDEMNIFICATION

It is understood and agreed that Applicant hereby assumes the entire responsibility and liability for any and all damages to persons or property caused by or resulting from or arising out of any act or omission on the part of Applicant, its subcontractors, agents or employees under or in connection with this Contract or the performance or failure to perform any work required by this Contract. Applicant agrees to indemnify and hold harmless the City and its agents, volunteers, servants, employees and officials from and against any and all claims, losses, or expenses, including reasonable attorney's fees and litigation expenses suffered by any indemnified party or entity as the result of claims or suits due to, arising out of or in connection with (a) any and all such damages, real or alleged, (b) the violation of any law applicable to this Contract, and (c) the performance of the work by Applicant or those for whom Applicant is legally liable. Upon written demand by the City, Applicant shall assume and defend at Applicant's sole expense any and all such suits or defense of claims made against the City, its agents, volunteers, servants, employees or officials.

15. APPLICABLE LAW & VENUE

This Contract shall be deemed to be a Virginia contract and shall be governed as to all matters whether of validity, interpretations, obligations, performance or otherwise exclusively by the laws of the Commonwealth of Virginia, and all questions arising with respect thereto shall be determined in accordance with such laws. Regardless of where actually delivered and accepted, this Contract shall be deemed to have been delivered and accepted by the parties in the Commonwealth of Virginia.

Applicant shall observe and comply with all laws, rules and regulations of the federal, state and city governments governing operations and conduct on City property. Any and all suits for any claims or for any and every breach or dispute arising out of this Contract shall be maintained in the appropriate court of competent jurisdiction in the City of Hampton.



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16. NON-ASSIGNMENT

Applicant shall not assign its rights and duties under this agreement without the prior written consent of the City.

17. TERMINATION WITH CAUSE

The City of Hampton reserves the right to revoke any permit at any time if the applicant or its users do not adhere to the rules and regulations governing the use of the property and deposit will be forfeited.

18. EVENT CANCELLATION

The City of Hampton reserves the right to shut down any event, upon no notice to the event organizer, in situations that threaten the public health, safety and welfare. Such situations include, but are not limited to, hurricanes, tropical storms, lightning storms, and other severe weather events, unruly or violent crowds, and crowds in excess of property capacity. City shall not issue any refunds if an event is cancelled pursuant to this section of this Agreement and will not be liable for any additional expenses incurred by the event organizer as a result of cancellation.

19. MODIFICATION

There may be no modification of this Contract, except in writing, executed by the authorized representatives of the City and Contractor.

20. ENTIRE AGREEMENT

This Agreement represents the entire agreement of the parties, rescinding and superseding all previously written agreements and all oral understandings between the parties.

21. IMPORTANT PERMIT INFORMATION

Please be advised that all components of the event are subject to approval of the Special Event Coordinator and may require approval by and/or permits from other City Departments/Agencies. The Special Event Coordinator approval does not constitute permission from other departments/agencies. It is the responsibility of the applicant to secure all necessary permits and/or licenses at least five (5) days prior to the event.

Applicant Name (printed) _____

Applicant Signature _____ Date _____

WITNESS, the following signatures

THE CITY OF HAMPTON, VIRGINIA

By: _____
Senior Corporal H. Gallishaw
Special Events Coordinator

ORGANIZER: _____

By: _____
Name: _____
Title: _____



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Signature Page

Applicant has fulfilled all requirements necessary for this event

Commissioner of Revenue _____ ☐ NOTHING REQUIRED

Admissions, Merchandise, Promoters, Food/Food Trucks, or Beverage Vendors: List of all vendors to be provided 14 days prior to the event. Food & Beverage Tax for the event shall be paid on or before the 20th of the month following the month of collection. Admissions Tax for transient vendors shall be paid within five days of the event.

☐ NOTES _____

Community Development _____ ☐ NOTHING REQUIRED

Amusement Devices, Inflatables, Tents (over 900 sq. ft.)

☐ NOTES _____

EMS & Special Event Branch _____ ☐ NOTHING REQUIRED

Emergency Medical Services, Fire and Rescue Apparatus

☐ NOTES _____

Fire Prevention Branch _____ ☐ NOTHING REQUIRED

Fireworks; Fire Extinguishers; Fire Code Enforcement

☐ NOTES _____

Health Department _____ ☐ NOTHING REQUIRED

List of Food Vendor submitted and applications submitted for each vendor; Food Trucks

☐ NOTES _____

Parks & Recreation _____ ☐ NOTHING REQUIRED

Site map with location and sizes of all vendors and tents; Fees for Park Use; Additional rentals requested

☐ NOTES _____

Public Works _____ ☐ NOTHING REQUIRED

Traffic Control Plan

☐ NOTES _____

Police Division _____ ☐ NOTHING REQUIRED

Extra duty form submitted; Site map of event; Overflow parking plan; Safety/security plan; Street closures

☐ NOTES _____

Risk Management _____ ☐ NOTHING REQUIRED

Certificate of Insurance with Endorsement for each Food Vendor, amusement devices and overall event Insurance

☐ NOTES _____